

1 FAM 540 BUREAU OF OCEANS AND INTERNATIONAL ENVIRONMENTAL AND SCIENTIFIC AFFAIRS (OES)

*(CT:ORG-166; 03-26-2007)
(Office of Origin: A/EX/HRD)*

1 FAM 541 ASSISTANT SECRETARY FOR OCEANS AND INTERNATIONAL ENVIRONMENTAL AND SCIENTIFIC AFFAIRS (OES)

1 FAM 541.1 Responsibilities

(CT:ORG-166; 03-26-2007)

- a. The Assistant Secretary for Oceans and International Environmental and Scientific Affairs (OES) reports directly to the Under Secretary for Global Affairs (G).
- b. The Assistant Secretary formulates and implements policies and proposals relating to the environmental, marine, health, scientific, and technological aspects of U.S. foreign policy. These include developing and coordinating the international aspects of:
 - (1) International environmental and natural resource issues, including global climate change;
 - (2) Sustainable development;
 - (3) UN and other bilateral and multilateral conventions related to designated areas of responsibility;
 - (4) Ocean resources and uses;
 - (5) Bilateral and multilateral agreements on science and technology cooperation;
 - (6) Foreign policy aspects of outer space and other fields of advanced

technology; and

(7) International health issues.

- c. The Assistant Secretary directs, analyzes, and evaluates issues associated with these matters. In conjunction with the Under Secretary for Global Affairs (G), the Assistant Secretary negotiates with other bureaus, U.S. Government agencies, departments and private groups regarding division of responsibilities.
- d. The Assistant Secretary advises the Secretary on functional and technical considerations relating to the development and implementation of relevant policies and programs and provides foreign policy guidance and coordination to organizations concerned with relevant bureau programs, and to the U.S. private sector. The Assistant Secretary sees that such activities are designed and implemented in a manner which furthers overall U.S. foreign policy objectives.
- e. The Assistant Secretary represents the Department in international negotiations and on interagency policy groups and committees regarding matters falling within the bureau's responsibilities. The Assistant Secretary participates in, and leads when appropriate, U.S. delegations to international conferences that concern the functions of the bureau. The Assistant Secretary develops substantive positions and strategies in dealing with such matters in international organizations and in bilateral relationships. As delegated by the Secretary, the Assistant Secretary negotiates and concludes bilateral and multilateral agreements in the areas of environment and natural resources; science, technology, and health; and oceans, and serves as Coordinator for Water Issues for the Department of State.
- f. The Assistant Secretary testifies before Congress on the international aspects of issues under the bureau's responsibility and keeps members of Congress and the Bureau of Legislative Affairs (H) informed of the foreign policy implications of treaties and other multilateral or bilateral agreements with environmental or scientific/technical content.
- g. The Assistant Secretary has general responsibility for the OES Advisor for Press and Public Affairs and the OES Advisor for Congressional Relations.
- h. The Assistant Secretary undertakes other additional duties as may be requested by the Under Secretary for Global Affairs (G), the Deputy Secretary (D), and the Secretary.
- i. The Assistant Secretary has substantive and coordinating responsibility for 1 FAM 540, Bureau of Oceans and International Environmental and Scientific Affairs (OES).

1 FAM 541.2 Organization

(CT:ORG-166; 03-26-2007)

An organization chart of the Bureau of Oceans and International Environmental and Scientific Affairs (OES) is found at 1 FAM Exhibit 541.2.

1 FAM 541.3 Authorities

(CT:ORG-166; 03-26-2007)

- a. Section 1 of the State Department Basic Authorities Act (22 U.S.C. 2651a) provides the basic authority for the Bureau of Oceans and International Environmental and Scientific Affairs (OES) and its responsibilities for matters relating to oceans, environmental, scientific, fisheries, conservation, and natural resource affairs.
- b. Executive Order 12591 provides for the hiring of outside personnel to bring expertise to the Department.

1 FAM 542 OFFICES REPORTING TO THE ASSISTANT SECRETARY, OES

1 FAM 542.1 Principal Deputy Assistant Secretary (OES/P)

(CT:ORG-166; 03-26-2007)

- a. The Principal Deputy Assistant Secretary (OES/P) acts for the Assistant Secretary in his or her absence.
- b. He or she provides overall coordination and management of the bureau. In coordination with central management, the Principal Deputy Assistant Secretary (OES/P) actively participates in the selection and recruitment of personnel to carry out the Department's responsibilities in the areas of environmental, oceans and fisheries, health and scientific and technological affairs. In coordination with geographic bureaus and central management, he or she recommends the assignment of environmental, scientific and technology and health (EST&H) officers to U.S. missions.
- c. The Principal Deputy Assistant Secretary (OES/P) supports the Assistant Secretary on other matters as designated.

1 FAM 542.2 Senior Climate Negotiator and Special Representative (OES)

(CT:ORG-166; 03-26-2007)

- a. The Senior Climate Negotiator and Special Representative (OES) serves as the Department of State's principal diplomatic representative for all international and foreign policy initiatives related to climate change. He or she reports to the Assistant Secretary for Oceans and International Environment and Scientific Affairs and is the principal advisor on climate change to the Under Secretaries for Global, Political, and Economic Affairs.
- b. The Special Representative works closely with the White House and with principals of other U.S. Government agencies to shape policy and design strategies to manage implementation of short- and long-term diplomatic efforts to realize the President's climate change agenda.
- c. He or she serves as one of the Administration's principal architects of the U.S. international public outreach strategy and works closely with appropriate legislative offices of the U.S. Congress to forge consensus on diplomatic process.
- d. He or she supervises the work of the Office of Global Change (OES/EGC), sets program goals and objectives, and monitors and directs use of staff and other resources to achieve bureau priorities. The Office of Global Change (OES/EGC):
 - (1) Develops and coordinates U.S. policy on global climate change and environmental aspects of clean energy. OES/EGC works with other agencies to develop U.S. policy on climate change and clean energy in order to address global climate change and other energy-related objectives, in particular by promoting the adoption of relevant technologies globally; and
 - (2) Is responsible for implementing the Framework Convention on Climate Change, the Intergovernmental Panel on Climate Change, and coordinating activities involving global climate change in other UN and regional bodies. OES/EGC oversees bilateral climate change relationships and international aspects of Administration climate change initiatives, and participates in relevant international bodies addressing energy policy where environmental issues predominate.

1 FAM 542.3 Advisor for Press and Public Affairs (OES)

(CT:ORG-166; 03-26-2007)

- a. The Advisor for Press and Public Affairs (OES) advises the Assistant Secretary and deputy assistant secretaries on public affairs, public diplomacy, and press relations relating to the bureau's area of responsibility.
- b. In close cooperation with the Bureau of Public Affairs (PA) and the Coordinator of International Information Programs (IIP) the Advisor for Press and Public Affairs (OES) formulates, develops and implements public information outreach strategies in support of U.S. policy on issues for which the bureau is responsible.
- c. He or she serves as press director for the Under Secretary for Global Affairs and bureau principals at international environmental conferences.
- d. The Press and Public Affairs Advisor is the bureau's point of contact for maintaining and updating the OES Internet Web site.

1 FAM 542.4 Advisor for Congressional Relations (OES)

(CT:ORG-166; 03-26-2007)

- a. The Advisor for Congressional Relations (OES) advises the Assistant Secretary and deputy assistant secretaries on all legislative issues relating to the bureau's area of responsibilities.
- b. He or she reviews and analyzes legislation covering the bureau's issues and keeps the Assistant Secretary and appropriate bureau staff informed of Congressional activities.
- c. He or she provides advice and counsel to the Department's Bureau of Legislative Affairs (H) on OES issues and works closely with H contacts to coordinate options and strategies and to formulate Department positions on OES issues. He or she also recommends legislative options and strategies to advance OES goals.
- d. The Advisor for Congressional Relations (OES) oversees preparation of Congressional testimony, hearings and briefings by bureau principals, staff and other U.S. Government officials on the full range of OES topics and manages preparation of Congressional correspondence.

1 FAM 542.5 Office of Policy Coordination and Initiatives (OES/PCI)

(CT:ORG-166; 03-26-2007)

- a. The main task of the Office of Policy Coordination and Initiatives (OES/PCI) is to integrate oceans, environment, science and technology and health issues into U.S. foreign policy, particularly as they relate to promoting sustainable development and strengthening domestic good governance. The office serves as a resource for other bureaus and U.S. Government agencies on oceans, environment, natural resource, science and technology and health (EST&H) issues.
- b. OES/PCI drafts OES's submissions on environment-related goals of the Department's Performance Plan and, in consultation with the Office of the Executive Director, OES, prepares other required strategic planning documents.
- c. OES/PCI assists in the formation and expansion of partnerships with other U.S. Government agencies and a variety of nongovernmental private sector organizations to implement concrete projects and activities that advance U.S. Government sustainable development priorities. OES/PCI engages in these efforts through a range of multilateral, regional and bilateral mechanisms, including the UN, regional commissions and organizations, and bilateral dialogues.
- d. OES/PCI supports 12 regional environmental hub officers located in embassies around the world as well as EST&H officers abroad, providing guidance and coordination as needed.
- e. The office coordinates the OES Initiative grants program designed to expand regional cooperation, advance U.S. negotiating positions, and promote U.S. Government leadership on emerging EST&H issues.
- f. OES/PCI also manages OES's engagement on water issues.

1 FAM 543 DEPUTY ASSISTANT SECRETARY FOR OCEANS (OES/O)

(CT:ORG-166; 03-26-2007)

- a. The Deputy Assistant Secretary for Oceans (OES/O) advises on policy formulation and action on all matters relating to fisheries, oceans, and polar affairs. Issues include the U.N. Convention on the Law of the Sea, maritime boundaries, and other oceans law issues; U.S. fisheries in waters of other countries, foreign fisheries in U.S. waters, and marine mammals; international marine science and technology programs; international marine pollution and ecology initiatives; and Antarctic and Arctic affairs. The Deputy Assistant Secretary for Oceans coordinates policy with U.S. technical and scientific agencies and meets with Congress, the United Nations, nongovernmental organizations, and the private sector to explain and build support for U.S. policy. This individual oversees U.S. Government compliance with directives, legislation, treaty, and international agreement obligations and assesses and evaluates science and technology developments and their effect on, or as they are affected by, U.S. foreign policy interests.
- b. As designated by the Assistant Secretary, the Deputy Assistant Secretary for Oceans negotiates treaties, conventions, and agreements in areas of responsibility and participates in interagency negotiations and implementation efforts, multilateral organizations, bilateral commissions and representations to foreign governments, and at relevant international meetings.
- c. The Deputy Assistant Secretary for Oceans supervises the work of the Office of Oceans Affairs (OES/O/OA), and the Office of Marine Conservation (OES/O/OMC); sets program goals and objectives; and monitors and directs use of staff and other resources to achieve bureau priorities.

1 FAM 543.1 Office Of Oceans Affairs (OES/O/OA)

(CT:ORG-166; 03-26-2007)

The Office Of Oceans Affairs (OES/O/OA) develops general U.S. oceans policy, by coordinating interagency action and conducting bilateral and multilateral negotiations involving UN Law of the Sea Convention, freedom of navigation and overflight, protection of marine environment, and maritime claims and boundaries. OES/O/OA also develops and coordinates U.S. policy

affecting polar affairs (Arctic and Antarctic), marine mammals, and marine science affairs and coordinates U.S. participation in all international oceans agreements and conventions.

1 FAM 543.2 Office Of Marine Conservation (OES/O/OMC)

(CT:ORG-166; 03-26-2007)

The Office Of Marine Conservation (OES/O/OMC) develops and coordinates U.S. Policy dealing with a broad range of international conservation and management issues dealing with living marine resources, including marine mammals (except whales) seabirds, sea turtles, and fish. OES/O/OMC negotiates bilateral and multilateral fisheries agreements and participates in the work of seven international fishery conservation and management commissions and the work of other international bodies. OES/O/OMC participates in UN, Food and Agriculture Organization (FAO), Organization for Economic Cooperation and Development (OECD), and Asia Pacific Economic Cooperation (APEC) activities related to living marine resources.

1 FAM 544 DEPUTY ASSISTANT SECRETARY FOR ENVIRONMENT AND DEVELOPMENT (OES/E)

(CT:ORG-166; 03-26-2007)

- a. The Deputy Assistant Secretary for Environment and Development (OES/E) advises on policy formulation and action relating to international environmental matters. Issues include the UN Environment Program (UNEP), air and water pollution, ozone depletion, hazardous wastes, chemicals management, environment and trade, biodiversity, endangered species, and wetlands. The Deputy Assistant Secretary for Environment and Development coordinates policy with U.S. environmental, technical, and scientific agencies and meets with Congress, the United Nations, nongovernmental organizations, and the private sector to explain and build support for U.S. policy. He or she oversees U.S. Government compliance with directives, legislation, treaty, and international agreement obligations and assesses and evaluates environmental developments and their effect on, or as they are affected by, U.S. foreign policy interests.
- b. As designated by the Assistant Secretary, The Deputy Assistant Secretary for Environment and Development negotiates treaties, conventions, and

agreements in areas of responsibility. He or she participates in interagency negotiations and implementation efforts, multilateral organizations, bilateral commissions and representations to foreign governments, and at relevant international meetings.

- c. The Deputy Assistant Secretary for Environment and Development (OES/E) supervises the work of the Office of Environmental Policy (OES/E/ENV), the Office of Natural Resource Conservation (OES/E/NRC), and the Office of Global Change (OES/EGC). He or she sets program goals and objectives, and monitors and directs use of staff and other resources to achieve bureau priorities.
- d. The Office of Natural Resource Conservation (OES/E/NRC) develops and coordinates U.S. international policy for the conservation and sustainable management of ecologically and economically important ecosystems, including forests, wetlands, deserts, and coral reefs, and the plant and animal species that depend on them. This office leads the formulation of policies to address international threats to biodiversity, notably invasive species and illegal trade, as well as issues associated with the safe handling of living modified organisms, access to genetic resources, and the sharing of benefits arising from subsequent commercialization of those resources. OES/E/ENR negotiates international agreements, initiatives and partnerships and represents U.S. interests in a wide variety of international organizations, institutions, and instruments, including the UN Forum on Forests, Food and Agriculture Organization of the UN, International Tropical Timber Organization, Convention to Combat Desertification, Convention on Biological Diversity, Convention on International Trade in Endangered Species, Convention on Wetlands of International Importance, and the International Coral Reef Initiative. OES/E/ENR coordinates with other U.S. Government agencies and consults nongovernment entities, as appropriate, in the formulation of U.S. policy positions.

1 FAM 545 DEPUTY ASSISTANT SECRETARY FOR SCIENCE, TECHNOLOGY AND HEALTH (OES/S)

(CT:ORG-166; 03-26-2007)

- a. The Deputy Assistant Secretary for Science, Technology and Health (OES/S) advises on policy formulation and action dealing with scientific and technological cooperation in the physical and social sciences. Issues include agriculture, health, biotechnology, computers and telecommunications, civil space, science and megascience, environment

and energy technology, energy research, manufacturing, intellectual property rights, and technology/competitiveness as they arise in bilateral and regional relations. The deputy assistant secretary coordinates policy with U.S. technical and scientific agencies and meets with Congress, the United Nations, nongovernmental organizations, and the private sector to explain and build support for U.S. policy in these areas. He or she oversees U.S. Government compliance with directives, legislation, treaty, and international agreement obligations and assesses and evaluates science and technology developments and their effect on, or as they are affected by, U.S. foreign policy interests.

- b. As designated by the Assistant Secretary, the deputy assistant secretary negotiates treaties, conventions, and agreements in areas of responsibility and participates in interagency negotiations and implementation efforts, multilateral organizations, bilateral commissions and representations to foreign governments, and at relevant international meetings.
- c. The deputy assistant secretary supervises the work of the Office of International Health Affairs (OES/S/IHB), the Office of Space and Advanced Technology (OES/S/SAT), and Office of Science and Technology Cooperation Programs (OES/S/STC). He or she sets program goals and objectives, and monitors and directs use of staff and other resources to achieve bureau priorities.

1 FAM 545.1 Office of International Health and Biodefense (OES/S/IHB)

(CT:ORG-166; 03-26-2007)

The Office of International Health and Biodefense (OES/S/IHB) protects and enhances U.S. security and global economic growth by promoting policies that address the intersection of international health and security.

OES/S/IHB formulates, develops, implements, and coordinates U.S. Government policy on international health and security issues. This work includes policies regarding global infectious diseases; health security issues including bioterrorism, biodefense, and agroterrorism; environmental health; and other issues at the intersection of global health and security.

OES/S/IHB staff members have both functional and regional responsibilities. The office brings together other parts of the State Department, other U.S. Government agencies (including the Department of Health and Human Services, Homeland Security, Defense, Agriculture, Energy, Labor, Veterans Affairs, the Environmental Protection Agency, the Central Intelligence Agency, and the U.S. Agency for International Development), the United Nations and international organizations, the private sector, nongovernmental

organizations, and foreign governments to promote effective strategies for global health and security, and responses to global health crises, by encouraging strong political leadership on health and security policy. This office acts as Department of State liaison with the Department of Health and Human Services and represents the Department in U.S. Government internal coordinating mechanisms dealing with bioterrorism/biodefense, environmental health, and global infectious disease issues. The office encourages a consensus-based, multisectoral approach working with other U.S. Government agencies to represent the U.S. position on health and security matters in international fora, and assisting U.S. diplomatic posts in their health and health security-related activities with foreign governments. To build public support for U.S. international health and security policies, OES/S/IHB leads a range of diplomatic, educational and outreach efforts drawing extensively on the expertise of other U.S. Government agencies, academia, the private sector, and other nongovernmental organizations.

1 FAM 545.2 Office of Space and Advanced Technology (OES/S/SAT)

(CT:ORG-166; 03-26-2007)

The Office of Space and Advanced Technology (OES/S/SAT) formulates, develops, and implements U.S. Government policy and activities related to bilateral and multilateral international space and science and technology programs and issues, as well as megascience cooperation. OES/S/SAT ensures that U.S. space policies and multilateral and bilateral scientific activities support U.S. foreign policy objectives, protect national security interests, advance economic interests, and foster environmental protection. This office provides policy guidance for U.S. participation in the science and technology activities of multilateral organizations and related activities of multilateral organizations and related agreements. OES/S/SAT acts as Department of State liaison with the National Aeronautics and Space Administration (NASA). OES/S/SAT has primary responsibility for U.S. representation on the UN Committee on the Peaceful Uses of Outer Space and coordinates participation in the NATO Science Committee and the International Institute for Applied Systems Analysis. The office coordinates interagency activities and conducts bilateral negotiations related to areas of responsibility; represents the Department in the U.S. Government internal coordinating mechanism dealing with technology development and coordination with other relevant bureaus and agencies; and reviews export license requests for civil space-related technology transfers. OES/S/SAT maintains on a Web site the official U.S. registry of objects launched into outer space at <http://www.usspaceobjectsregistry.state.gov/>.

1 FAM 545.3 Office of Science and Technology Cooperation (OES/S/STC)

(CT:ORG-166; 03-26-2007)

The Office of Science and Technology Cooperation (OES/S/STC) formulates, develops, and implements U.S. science and technology (S&T) cooperation policy. OES/S/STC undertakes bilateral and regional negotiations and ensures that S&T agreements address the full range of science, technology, health, and environmental and national resources issues confronting the bureau, Department, other U.S. Government agencies and the science communities. This office advances science aspects of U.S. foreign policy, including sustainable development and free trade, and U.S. interests in science programs of international organizations, such as the Organization for Economic Cooperation and Development (OECD) and the UN Educational, Scientific and Cultural Organization (UNESCO). OES/S/STC works with other U.S. Government agencies to advance national S&T priorities through international collaboration. OES/S/STC coordinates Federal agency participation in the Embassy Science Fellows Program; maintains an archive and a listing of S&T agreements and subsequent arrangements; coordinates activities of all U.S. Government agencies that carry out cooperative activities under S&T agreements; in conjunction with OES/EX/FMD, it administers and monitors usage of joint funds, if any; ensures that all activities conducted under S&T agreements comply with applicable laws and regulations, particularly those concerning the transfer of militarily sensitive technologies and dual-use technologies; and prepares a biennial report to Congress detailing U.S. - China collaborative activities. In conjunction with other bureaus and agencies, OES/S/STC formulates and negotiates U.S. policy on intellectual property rights, technology competitiveness, and visa restrictions on scientists and student researchers.

1 FAM 546 EXECUTIVE DIRECTOR (OES/EX)

(CT:ORG-166; 03-26-2007)

- a. The Executive Director of the Bureau of Oceans and International Environmental and Scientific Affairs (OES/EX) also serves in the same capacity for the Bureau of Democracy, Human Rights, and Labor (DRL), the Science Technology Adviser to the Secretary (STAS), and the Special Representative on Avian and Pandemic Influenza.
- b. The Executive Director, OES, along with his or her deputy, supports policy development and manages OES, DRL, STAS and Avian Influenza Action Group (AIAG) resources. He or she provides leadership, guidance, and advice to managers and supervisors; develops long-term program plans;

prioritizes programs and resource requirements; and allocates available resources appropriately. The executive director reviews bureau and office efforts to achieve goals and objectives and provides policy direction and supervision in the establishment and implementation of organization and administrative management functions.

- c. He or she coordinates with the Deputy Assistant Secretary for Oceans and Fisheries in formulating and presenting the budgets for U.S. participation in the International Fisheries Commissions, and supports the development and maintenance of a close working relationship with those international organizations.
- d. The Executive Director, OES, provides programming, planning, management, and oversight processes for all types of funding, including Operations, Public Diplomacy, Reimbursable Agreements, Economic Support Funds, Science and Technology Agreement Funds, Freedom Support Act, and other types of funding, as well as information management, administrative services, security support, and coordination for overseas and domestic conferences held by OES, DRL, STAS and AIAG.
- e. He or she protects U.S. Government funds and equipment against fraud, waste and abuse, and facilitates Office of Inspector General (OIG) and General Accountability Office (GAO) audits and inspections, as well as any other inquiries.
- f. He or she serves, as designated, as the OES, DRL, STAS and/or AIAG representative on management and other committees, working groups, etc., within the Department and other U.S. Government agencies.

1 FAM 546.1 Financial Management Division (OES/EX/FMD)

(CT:ORG-166; 03-26-2007)

The Financial Management Division (OES/EX/FMD) develops and manages comprehensive financial programs:

- (1) Formulates, presents, and executes OES, DRL, STAS, and AIAG budgets, including the coordination of resource planning, allocation, and execution;
- (2) Ensures that funds are used for the purposes intended and do not exceed thresholds established by legislation or bureau plans and maintains obligations and expenditures that are valid and ensures that necessary documentation is held in the central file;

- (3) Performs inter- and intra-OES, DRL, STAS, AIAG and Department liaison in connection with budget functions. OES/EX/FMD works with bureau personnel to develop accurate financial plans and works with other bureaus, agencies and entities to receive and allocate funds;
- (4) Ensures that appropriate obligations and liquidations occur for Operating, Public Diplomacy, Economic Support, SEED, Freedom Support Act, Reimbursable Agreement, Representation, and other funds and reviews current legislation for guidance;
- (5) Provides financial planning and execution for the International Fisheries Commissions appropriation, drafts or reviews the budget for this appropriation, and develops purchase orders for Fish Commissioners; and
- (6) Provides financial data by strategic goal for Bureau Performance Plans (BPPs). OES/EX/FMD reviews FTE charts and any other charts necessary for the development of BPPs and Senior Reviews.

1 FAM 546.2 Information Resource Management Division (OES/EX/IMD)

(CT:ORG-166; 03-26-2007)

The Information Resource Management Division (OES/EX/IMD):

- (1) Analyzes and interprets OES, DRL, STAS, and AIAG information technology (IT) initiatives and requirements, implements optimal solutions in accordance with Federal regulatory statutes and Department policy, and assists OES, DRL, STAS and AIAG to meet their operational and functional requirements;
- (2) Manages the operation of all IT systems for OES, DRL, STAS, and AIAG. OES/EX/IMD develops, implements, and administers local and wide area networks, servers, workstations, minicomputers, and bureau-specific software applications, databases and Web sites in support of bureau policy and program requirements and provides Helpdesk user assistance, problem solving, and troubleshooting. OES/EX/IMD ensures continued and uninterrupted operational capability and adherence to all mandated policies;
- (3) Plans and formulates internal policies, strategies, and budgets; provides program direction; and establishes standards regarding the organization and maintenance of OES, DRL, STAS, and AIAG automated information systems and database assets;

- (4) Manages the OES, DRL, STAS, and AIAG information systems security program in accordance with Federal regulatory statutes and Department policy;
- (5) Provides and coordinates information technology training for OES, DRL, STAS, and AIAG users in accordance with Department of State and bureau plans; and
- (6) Serves as the principal point of contact with the Bureau of Information Resource Management (IRM), other bureaus' information resource management offices, and others to integrate OES, DRL, STAS, and AIAG information technology needs with overall IRM policy, guidance, standards, and procedures.

1 FAM 546.3 Administrative Services Division (OES/EX/ASD)

(CT:ORG-166; 03-26-2007)

The Administrative Services Division (OES/EX/ASD) develops and implements bureau and Department-wide policies and procedures and carries out administrative and general services including:

- (1) Travel management;
- (2) Procurement;
- (3) Property management;
- (4) Office space;
- (5) Equipment and furnishing;
- (6) Parking;
- (7) Security and safety;
- (8) Lock and mover requests;
- (9) Cards, including travel and government purchase cards;
- (10) Telephones;
- (11) Department-wide campaigns, such as savings bonds and the Combined Federal Campaign; and
- (12) Other administrative services, as appropriate.

1 FAM 547 THROUGH 549 UNASSIGNED

1 FAM EXHIBIT 541.2

BUREAU OF OCEANS AND INTERNATIONAL ENVIRONMENTAL AND SCIENTIFIC AFFAIRS (OES)

